

CONFIDENTIAL

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UNITED STATES GOVERNMENT

Memorandum

TO : Director of Training

DATE: 17 October 1963

FROM : Chief/JOTP

SUBJECT: Weekly Activities Report #36
9 - 15 October 1963

A. SIGNIFICANT ITEMS

Nothing to report.

B. NORMAL ACTIVITIES

1. The Integrated Program

W a. [REDACTED] have transferred from OC to OFC. The number in OC #16 is now down to 54 as predicted. We feel that even though we burden the OC Staff with a few more than the maximum capacity during the first few weeks of the course it is worth conducting the experiment in a few uncertain cases. Past experiences have shown that about 10% will shift to OFC as has been the case with the present class. The projected one week of the orientation period that may be given on the DDP could eliminate the necessity for conducting this experiment again.

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2. C/JOTP attended the conference of recruiters and Associates conducted by SRD/OP [REDACTED]. He discussed procedures of the JOT Program aided by a panel composed of [REDACTED].

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W On another occasion he talked about some of the developments in the history of the JOT Program.

3. The JOT Master Listing up-dated to 30 June 1963 has been received. Four JOT's are now GS-15's and eleven are now GS-14's.

4. I briefed [REDACTED] Assistant to DDCI, on the JOT Program.

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W 5. [REDACTED] reports that the processing of internal applicants for the January 1964 Class is encountering major difficulties as a result of a backlog in A&E. The scheduling of A&E appointments and the receipt of Assessment Reports have practically come to a standstill.

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Unless the A&E Staff is able to eliminate the backlog prior to mid-November, we will face the alternatives of either having to decide on internal applications without the benefit of A&E reports, or of having to schedule three or four Internal Panel Meetings over the entire month of December. In the latter event, additional difficulties will arise: the deliberations of the Panel will suffer because of vacations schedules; some applicants will not be able to take the short vacation we usually recommend to them prior to starting the demanding formal training program; and more important, we will be unable to give to the Agency components concerned adequate time to arrange for replacements of applicants accepted by the Panel.

25X1A9a 6. We have completed scanning the files of former JOT's for factual materials which should be included in the official personnel files as directed by the DDCI. They have been turned over to [REDACTED] who will in turn forward them to the Director of Personnel.

25X1A9a 7. [REDACTED] and I have had our first prolonged conversation on matters concerning his assumption of the duties as C/JOTP.

8. Nine members of the office staff are scheduled for flu shots. We have also alerted [REDACTED] to the need for making shots available to JOT's now in OC and OFC.

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25X1A9a 9. [REDACTED] has requested LWOP to begin 1 January 1964 in order that he may study for his Ph.D. at Columbia. There is some feeling that Bob, who is a very able young man but still a bit undecided about a career may not return, although at this stage he protests that he will.

C. RECRUITMENT ACTIVITIES

See attachment.

D. PERSONNEL MATTERS

1. The JOTP Staff has been fully briefed on the concept that supervisors are responsible for being in touch with all matters concerning the best interests of their charges.

2. The gentlemen of the staff have visited the Broyhill Building to review plans in preparation to the move. They noted that the space appears to be satisfactory for our purposes.

E. TROUBLESOME MATTERS

Nothing to report.

[REDACTED]

Attachment

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